

## **CIH CERTIFICATION MAINTENANCE POINTS PROCEDURES**

1. Remote employees must sign in to the remote location and out of the location each day on a form posted on the web site.
2. The form must be signed daily by a DOE Monitor at the video-linked site.
3. The DOE Monitor must photocopy and distribute each day's sign-in sheets to the attendees.
4. The DOE Monitor must mail the original sign-in forms to Dan Marsick at the end of the Workshop. Dan will be the P.O.C. for this year's CIH CM point information. Mail them to him at EH-52 (270 Corporate Square Building)/US Department of Energy/1000 Independence Avenue, SW/ Washington, D.C. 20585.
5. EH-52 retains these forms on file for a six-year period for each of our Workshops.
6. Affected attendees must keep a copy of the sign-in sheets and the approval letter in their files for ABIH verification if they are audited. Affected attendees are totally responsible for maintaining their own records
7. We will have copies of the ABIH approval letter available to attendees at the Workshop and will send copies to DOE monitors at their request [send requests to Dan Marsick at [dan.marsick@eh.doe.gov](mailto:dan.marsick@eh.doe.gov)]
8. Both the sign-in form and the ABIH approval letter are posted on the chem safety web site with instructions. Copies of these documents and this instruction sheet will also be available at the on-site registration desk.
9. One point is awarded for full day attendance, one half point for half day, no points are awarded for anything less than half day.
10. It is the manager's responsibility to affirm attendance. He or she signs the form to verify the person was there or not, for the full day or half day. If a person only attended a half day then this should be noted next to the person's name. [Note: Watching a videotape of the workshop was NOT included in the request to ABIH for approval and is not acceptable.]